Create and Submit Award Modification Request (No Cost Extension, Change Principal Investigator, Transfer Principal Investigator)

1 Introduction

The need may arise, during the life cycle of an award, to request modifications to the award. Modifications may include a No Cost Extension, a Principal Investigator (PI) Change, or a PI Transfer. Award recipients may request changes by creating and submitting an Award Modification Request.

The purpose of this document is to provide step-by step instructions for users to follow to create an Award Modification Request.

2 Prerequisites

Before an Award Modification Request can be created, the following criteria must be met:

- The user's institution must have an active award.
- The user must be the award SRO/BO/AO or have the permissions to request an Award Modification.

3 Creating an Award Modification Request

Use the following steps to create and submit an Award Modification Request.

3.1 Accessing the Award Modification Request

Use the following steps to access the Award Modification Request.

1. Log in to the PAMS external website at: https://pamspublic.science.energy.gov/

2. Navigate to the Awards tab (*Figure 1*). PAMS will load the My Awards – List page, which contains a list of all of the awards in PAMS that you have access to.

3. Browse the list for the award you would like to create a modification request for, and select **Request Award Modification** from the **Actions/Views** menu in the Options column (*Figure 1*). If necessary, use the filters in the grid or click the **Search** link on the right above the grid to find a specific award.
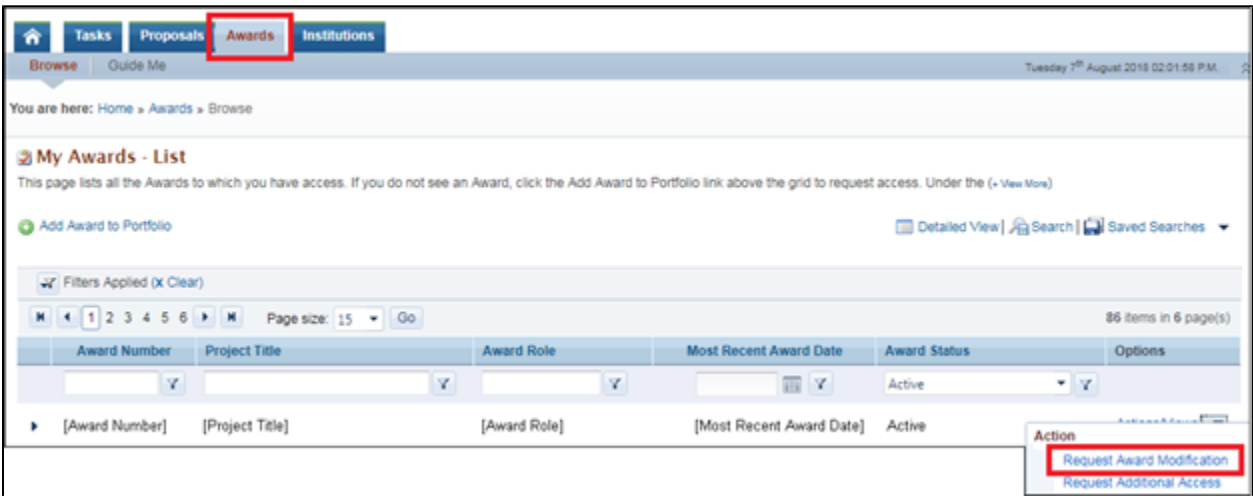

Figure 1. My Awards – List – Request Award Modification

4. PAMS will load the Modification Requests – List page. This page contains a list of all of the modifications created for this award. To create a new request, click the **Create New Request** link below the Resources header (*Figure 2*).

Figure 2. Modification Requests – List – Create New Request

3.2 Creating a No Cost Extension Award Modification Request

A No Cost Extension lengthens the duration of the award with no need for additional funds. Use the following steps to create a No Cost Extension Award Modification Request.

1. After clicking **Create New Request** on the Modification Requests – List page, PAMS will load the Awards – Select Modification Type page. Select the "No Cost Extension" radio button, and click **Save and Continue** in the bottom right corner of the page (*Figure 3*).
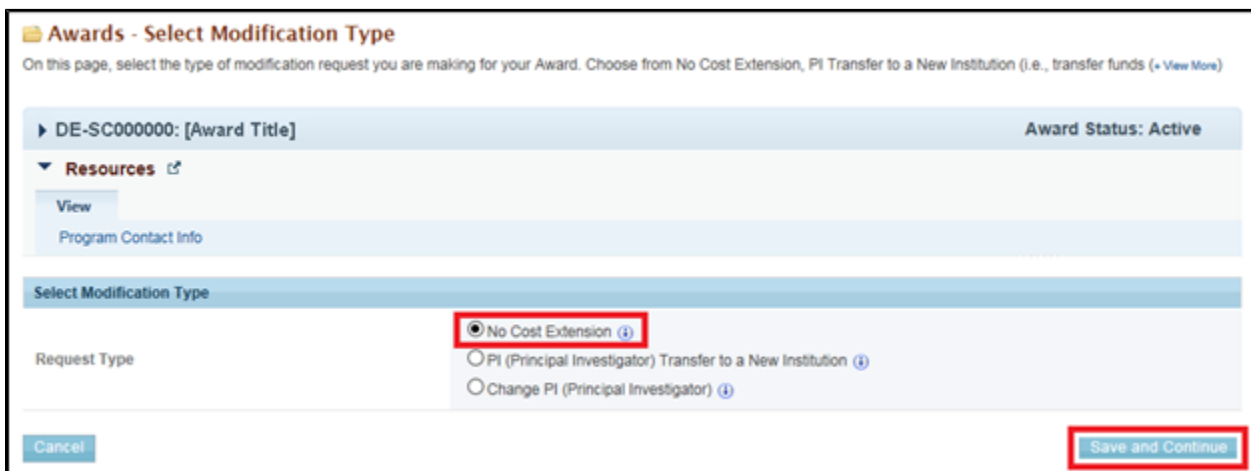
Figure 3. Awards – Select Modification Type – No Cost Extension

2. PAMS will load the Modification Request – No Cost Extension page. Refer to the table below for guidance on completing the Modification Request – No Cost Extension page (*Figure 4*).

Required Fields

Element	Description
Proposed End Date	Use the Calendar icon or manually enter the new proposed end date for the current award in the MM/DD/YYYY format. (The new end date must be after the current end date.)
Amount of Funding Still Unspent	Enter the amount of unspent funds remaining on the award.
Justification	Enter a justification for your request to extend the length of the award.

Figure 4. Modification Request – No Cost Extension

3. Once you have completed the required fields, click the **Submit to DOE** button in the bottom right corner of the page (*Figure 4*).

4. PAMS will redirect you to the Modification Requests – List page and display a Success message confirming that your request was submitted successfully *(Figure 5)*.

Note	This request is submitted to the PM on the award. The PM will receive an email notification stating that a Review Award Modification Request task has been created.

Figure 5. Modification Requests – List – No Cost Extension Success Message

3.3 Creating a PI Transfer Award Modification Request

Occasionally, the PI on an award will transfer to a new institution. When this happens, all of the PI's active awards must be modified to reflect this.

1. After clicking **Create New Request** on the Modification Requests – List page, PAMS will load the Awards – Select Modification Type page. Select the "PI (Principal Investigator) Transfer to a New Institution" radio button, and click **Save and Continue** in the bottom right corner of the page (*Figure 6*).

Figure 6. Awards – Select Modification Type – PI Transfer to a New Institution

2. PAMS will load the Modification Request – PI Transfer to a New Institution page. Refer to the table below for guidance on completing the Modification Request – PI Transfer to a New Institution page (*Figure 7*).

Required Fields

Element	Description
SF-425 Attachment	Attach and upload the SF-425 Form for the PI Transfer.
Provide a detailed description of the above request	Enter a justification for the PI Transfer request.

Figure 7. Modification Request – PI Transfer to a New Institution

5. Once you have completed the required fields, click the **Submit to DOE** button in the bottom right corner of the page (*Figure 7*).

6. PAMS will redirect you to the Modification Requests – List page and display a Success message confirming that your request was submitted successfully (*Figure 8*).

Note	This request is submitted to the PM on the award. The PM will receive an email notification stating that a Review Award Modification Request task has been created.

Figure 8. Modification Requests – List – PI Transfer Success Message

3.4 Creating a Change PI Award Modification Request

Sometimes, the need to change the PI on an award arises. When this happens, the award must be updated with a new PI.

1. After clicking **Create New Request** on the Modification Requests – List page, PAMS will load the Awards – Select Modification Type page. Select the "Change PI (Principal Investigator)" radio button, and click **Save and Continue** in the bottom right corner of the page (*Figure 9*).

Figure 9. Awards – Select Modification Type – Change PI

2. PAMS will load the Modification Request – Change PI page. Refer to the table below for guidance on completing the Modification Request – Change PI page (*Figure 10*).

Required Fields

Element	Description
Action to be Taken	Select the "Remove from Award" or "Leave on Award and Change Role from PI to Other" radio button.
Select PI	Click this button to select a new PI from the list of users who are registered to your institution.
Justification	Enter a justification for the Change PI Request.
New PI Resume/CV Attachment	Attach and upload the resume for the new PI you identified under Select PI.

Figure 10. Modification Request – Change PI

3. Once you have completed the required fields, click the **Submit to DOE** button in the bottom right corner of the page (*Figure 10*).

4. PAMS will redirect you to the Modification Requests – List page and display a Success message confirming that your request was submitted successfully (*Figure 11*).

Note	This request is submitted to the PM on the award. The PM will receive an email notification stating that a Review Award Modification Request task has been created.

Figure 11. Modification Requests – List – Change PI Success Message